

AMENDMENT OF SOLICITATION		MODIFICATION OF CONTRACT		1. (	TRACT ID CODE	PAGE OF PAGES 1   3	
2. AMENDMENT/MODIFICATION NO. A016		3. EFFECTIVE DATE See Block 16 C.		4. REQUISITION/PURCHASE REQ. NO. 36-02GO10429.007, .008		5. PROJECT NO. (If applicable)	
6. ISSUED BY Golden Field Office U. S. Department of Energy 1617 Cole Blvd. Golden, CO 80401		CODE		7. ADMINISTERED BY (If other than Item 6) Golden Field Office U. S. Department of Energy 1617 Cole Blvd. Golden, CO 80401 (Jim Damm, 303-275-4744)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  Integrated Resource Technologies, Inc. 6564 Loisdale Court Suite 318 Springfield, VA 22150				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.  <input type="checkbox"/> 9B. DATED (SEE ITEM 11)  <input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO. DE-AC36-00GO10429  <input type="checkbox"/> 10B. DATED (SEE ITEM 13) 03/01/2000			
CODE		FACILITY CODE					

### 11. THIS ITEM APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (If required)

See page 2 of this Modification

### 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority)
<input type="checkbox"/>	THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.232-22 "Limitation of Funds"
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office.	

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See attached pages 2 and 3 of this modification.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <u>FAHE FIELDS PRESIDENT/CEO</u>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Matthew A. Barron, Contracting Officer	
15B. CONTRACT/OFFEROR BY <u>Faye Fields</u> (Signature of person authorized to sign)	15C. DATE SIGNED <u>August 20, 2002</u>	16B. UNITED STATES OF AMERICA BY <u>Matthew A. Barron</u> (Signature of Contracting Officer)	16C. DATE SIGNED <u>8/22/02</u>



The purpose of this modification is to: (1) add incremental funding in the amount of \$126,000, for support services at the Seattle Regional and de-obligate \$108,000 of NICE3 program funds for the payment directly by DOE of Honorariums and travel for the NICE3 and Inventions and Innovation Merit Review Panelists; (2) incorporate clause H. 25, Advanced Agreement, for costs relating to Redacted and (3) revise the Task for the Chicago Regional Office, adding the Receptionist / Assistant position. Therefore, the contract is modified as follows:

(1). Section B.4, "Limitation of Funds", is hereby modified to read as follows:

Pursuant to the clause entitled "Limitation of Funds," total funds in the amount of \$6,688,879.20 have been allotted for obligation and are available for payment of allowable costs and fixed fee to be incurred from the effective date of this contract through the period estimated to end December 31, 2002.

Total amount obligated this action: \$ 18,000.00

Total amount obligated to date: \$ 6,688,879.20

Section G.6 the Accounting and Appropriation Data for this award is as follows:  
(Obligation this Action in Bold)

Approp. Symbol	B & R No.	AFP	Base Period	Option Period 1	Total Amount
89X0215.91 HA	EH0901206	SS	0	126,000.00	\$ 126,000.00
89X0215.91 HA	ED1906010	GO	0	(108,000.00)	\$ (108,000.00)
89X0215.91 HA	EC0904000	CS	5,000.00	0.00	\$ 5,000.00
89X0215.91 HA	EC1504000	CS	5,000.00	0.00	\$ 5,000.00
89X0215.91 HA	EC1701000	CS	15,000.00	0.00	\$ 15,000.00
89X0215.91 HA	ED1801000	GO	25,411.58	25,000.00	\$ 50,411.58
89X0215.91 HA	ED1805000	GO	.00	10,000.00	\$ 10,000.00
89X0215.91 HA	ED1906010	GO	569,821.00	480,000.00	\$ 1,049,821.00
89X0215.91 HA	ED1906020	GO	211,966.66	32,000.00	\$ 243,966.66
89X0215.91 HA	ED1907010	GO	00.00	100,000.00	\$ 100,000.00
89X0215.91 HA	ED2000000	GO	50,000.00	0.00	\$ 50,000.00
89X0215.91 HA	EE0801000	CS	10,000.00	0.00	\$ 10,000.00
89X0215.91 HA	EH0120060	CS	8,000.00	0.00	\$ 8,000.00
89X0215.91 HA	EH0301206	GO	1,507,580.00	1,140,000.00	\$ 2,647,580.00
89X0215.91 HA	EH0501206	BS	25,000.00	134,940.00	\$ 159,940.00
89X0215.91 HA	EH0601206	CS	270,000.00	234,547.00	\$ 504,547.00
89X0215.91 HA	EH0901206	SS	270,000.00	62,495.00	\$ 332,495.00
89X0215.91 HA	EL1702000	SS	22,000.00	33,000.00	\$ 55,000.00
89X0215.91 HA	EL1703000	CS	20,000.00	0.00	\$ 20,000.00
89X0215.91 HA	EO0101000	SS	00.00	25,000.00	\$ 25,000.00
89X0215.91 HK	EC1501000	CS	20,000.00	0.00	\$ 20,000.00
8900224.91 Y0	EB5102206	GO	159,117.96	0.00	\$ 159,117.96
89X0224.91 YA	EB5102206	GO	950,000.00	250,000.00	\$ 1,200,000.00
<b>Total</b>			<b>\$ 4,143,897.20</b>	<b>\$ 2,544,982.00</b>	<b>\$ 6,688,879.20</b>

- (2). Under Part I, Section H., Special Contract Requirements, the following clause is hereby incorporated into the contract:

**H. 25 Advance Agreement**

This Advanced Agreement is in reference to costs incurred by Integrated Resource Technologies, Inc. (IRT) and reimbursed by the Government under this contract for IRT *Redacted* for Microsoft Certified Systems Engineer and Microsoft Certified Systems Administrator training and certification. Specifically, costs paid for by the Government for this training and education for *Redacted* must be refunded to the Government in the event *Redacted* resigns within 12 months of completion of such training and education for reasons within the employee's control.

- (3). Under Attachment A, "Statement of Work", the task for the Chicago Regional Office is hereby deleted and replaced with the attached task, shown as, "F. Chicago Regional Office".

Except as provided above, all terms and conditions of the contract remain unchanged and in full force and effect.

REDACTED  
EXEMPTION 4



**F. Chicago Regional Office August 6, 2002**

**Required Services**

The Chicago Regional Office (CRO) will provide the Contractor with the required computer hardware, software, office supplies and workspace needed to support the task. The Contractor shall provide a personnel work schedules and adhere to the CRO core business hours from 9:00 AM through 3:00 PM. The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

**1.0 Administrative Support Assistant and Team Manager**

- 1.1 Serve as Time and Attendance Clerk utilizing the Energy Time and Attendance System (ETA);
- 1.2 Serve as Travel Coordinator for CRO staff, to include training and assistance to the Management and Program Assistant on CRO travel processing procedures, transmittal of travel vouchers with supporting documentation to Finance Center in Albuquerque for payment, and maintenance of travel filing system. Provides training to new employees on Travel Manager, sends completed employee profiles to the travel services contractor, assist with obtaining a login for access to the travel services contractor's website, updates the monthly per diem rates and CRO employee profiles in Travel Manager;
- 1.3 Prepare quarterly Conference Management Report, maintain files, monitor travel for possible need to complete Conference Approval Request and Conference Travel Justification;
- 1.4 Perform data entry and generate reports from the Departmental Integrated Standardized Core Accounting System (DISCAS);
- 1.5 Perform upload and download of transactions into remote Procurement and Assistance Data System (PADS) and generate reports;
- 1.6 Generate reports from Windows System Approach to Grant Administration (WINSAGA);
- 1.7 Provide assistance to CRO Financial Specialist in processing invoices for payment including pulling files, generating DISCAS reports, obtaining approval for payment from project officers, updating spreadsheets tracking payments, transmittal of approved invoices to Albuquerque for payment, and maintain files

with copy of invoices;

- 1.8 Develop and maintain Excel spreadsheets for Administrative Team Lead and Financial Specialist;
- 1.9 Assist the CRO Training Coordinator in the management of training related data in the Corporate Human Resources Information System (CHRIS), for nominations, approvals, and evaluations and sends emails to CRO staff of latest available training and maintains files of training descriptions and schedules;
- ~~1.10~~ ~~1.10~~ Provide record management services by organizing and boxing retired files and preparing documentation for approval/transmittal to the National Archives and Records Administration and assist with the management and organization of central administrative files;
- ~~1.11~~ ~~1.11~~ Type memos, reports, etc., for the Administrative Team;
- ~~1.12~~ ~~1.12~~ Provide backup support to the Management Support Assistant, Program Support Assistant and Receptionist and;
- ~~1.13~~ ~~1.13~~ Serve as on-site team leader for other IRT/McNeil contractor support staff. This will include but not be limited to ensuring the general office support activities are delegated and performed, assist in setting priorities, serve as liaison between CRO Task Order Monitor and IRT/McNeil management, approve leave requests and Time and Attendance.

## 2.0 Management Support Assistant

- 2.1 Provide administrative support to the CRO Director and Deputy Director. Includes but is not limited to preparing routine correspondence, calendar and schedule assistance, filing and office organization, conference call scheduling, meeting preparation, and travel support;
- 2.2 Consolidate input for CRO weekly activity report, 30-60-90 Report and distribute electronically. Collect input for, consolidate, edit and revise CRO weekly report, distribute internally and to HQ in accordance with HQ established deadlines;
- 2.3 Assist with development of administrative, program, event and transmittal memos and all other documents;
- 2.4 Provide logistical support and assistance with scheduling conferences, workshops,



and other large meetings for CRO management;

- 2.5 Provide analytical assistance and support to CRO Director and Deputy Director on RO management issues, regional energy policy issues, EERE programmatic issues, etc.

- ~~2.6~~  
2.6 Assist CRO management with development of materials for speeches and presentations to include but not limited to topical research, development of power point slides, handouts and other materials;

- 2.7 As workload permits, provide assistance to CRO program teams on presentation development, topical research, etc.

- 2.8 Take notes at CRO staff meetings, conference calls, etc. and prepare typed documents;

- 2.9 Provide backup support to the Administrative Support Assistant, Program Support Assistant and Receptionist.

### 3.0 Program Support Assistant

- 3.1 Provide support for CRO peer exchange travel, including working with CRO project officers, coordination with travelers, preparation of Travel Authorizations and Travel Vouchers in Travel Manager, coordination with travel services contractor, update Travel Manager with peer exchange travelers profiles, enter financial data into DISCAS;

- 3.2 Assist the project officers with conferences and workshops. To include researching facilities for meeting rooms, overnight accommodations, coordinating invitee lists;

- 3.3 Type memos, reports, etc., for the project officers

- 3.4 Enter quarterly grant program reports into WinSaga, track receipt of all quarterly grant reports and file after project officers and Contracting Officer review and approval;

- ~~3.5~~  
3.5 Provide support in the management and organization of the central grant and other program related files;

- 3.6 Organize and maintain the CRO Energy Resource Library. This will include but not be limited to assisting CRO project officers with monitoring and maintaining

appropriate inventories of distribution materials; organization and distribution of materials; maintaining inventory of CRO program related periodicals and publications; recycle outdated material;

~~3.7~~  
3.7

Assist project officers with the updating and maintaining of state notebooks and program activity summaries;

3.8 Assist project officers with the management of the contact database and utilization of database(s) for program and stakeholder contacts;

3.9 Provided backup support to the Administrative Support Assistant, Management Support Assistant and Receptionist;

#### 4.0 Receptionist/Assistant

4.1 Front desk coverage and visitor reception from 7:30 AM through 5:00 PM;

4.2 Monitor and manage CRO's general phone line including voice mail messaging;

4.3 Open, date/time stamp and distribute mail and parcels, notify recipient of the receipt of mail/parcels, process all outgoing mail and parcels, monitor postage meter to inform CRO when additional postage needed, maintain correspondence mail log, maintain a monthly Federal Express usage spreadsheet, and maintain an organized mail room area;

4.4 Manage operation of shared printers, copiers, fax machines, shredders, etc., including keeping them stocked with paper, replacing toner when needed, and arranging for service/maintenance calls when necessary, and sending used toner cartridges back to the vendor;

4.5 Monitor CRO office supply inventory, query staff, prepare orders, organize and maintain supply storage areas;

4.6 Manage the CRO vehicle info including, keys, credit card for gasoline and maintenance, maintaining vehicle usage log, maintenance scheduling and tracking, and instructions/procedures;

4.7 Monitor and maintain magazine, newspaper and other periodical subscriptions, to include what CRO has, who it's going to, when it needs to be renewed, number of copies received;



- ~~4.8~~ 4.8 Receive faxes, enter on log, notify recipient of the receipt of the fax;
- ~~4.9~~ 4.9 Serve as point-of-contact for CRO to report telephone problems and contact AT&T with trouble ticket information, contact AT&T with requests to reset voice mail;
- ~~4.10~~ 4.10 File DOE Orders, Policies, Notices, etc. and Federal Travel Regulations;
- ~~4.11~~ 4.11 Update list of all new employees i.e., emergency contact list, date-of-birth list, change name on mailboxes, CRO phone list;
- ~~4.12~~ 4.12 Manage check-out/check-in of laptops, cell phones, digital camera, etc.; and
- ~~4.13~~ 4.13 Provide assistance to the Administrative Support Assistant, Management Support Assistant and Program Support Assistant